

REQUEST FOR INFORMATION 4-D

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) in conjunction with the Indiana State Police (ISP), the Indiana State Department of Health (ISDH) and State Toxicology (ST). This RFI requests responses for facility management of a scientific laboratory building and to determine the feasibility of contracting for all aspects of facility management, except for armed security services. The laboratory building being planned is a multi-story facility of approximately 187,000 square feet. The structure is designed with two wings and a knuckle joining both. One wing will house a forensics and crime lab. The other wing will house laboratories for ST and biological and chemical laboratories for ISDH. There will not be a contract resulting directly from this RFI; however, respondents to this RFI will be placed on the list of potential respondents and will receive an announcement of any Request for Proposal (RFP) that may arise from this RFI.

BACKGROUND/OBJECTIVE

The ISP, ISDH, and ST are especially interested in procuring Facility Management Services for the State of Indiana Laboratory, scheduled to be completed in June, 2006. The key objective to this RFI is to provide the requesting agencies with general information regarding the need for facility management services. ISP/ISDH/ST expects to release an RFP for facility management services in mid 2004.

Answers to the following questions may be used to design the RFP for facility management services.

SPECIFIC NEEDS

The RFP process will be open to all respondents regardless of their decision to participate in this RFI. The ISP, ISDH, and ST seek creative, high-level responses to the RFI components. The ISP, ISDH, and ST are especially interested in receiving the following information from each respondent's RFI submission:

- The necessary respondent qualifications and related experience necessary to Facility Management Services for the State of Indiana Laboratory
 - Suggestions of best practices that could be used to improve the Facility Management Services for the State of Indiana Laboratory
- 1) What methods would the vendor employ to perform day-to-day facility management operations in a laboratory setting?
 - 2) How would the vendor handle and dispatch repair work orders?
 - 3) What methods would the vendor employ to provide maintenance and repair in a 24/7/365 operation?
 - 4) What methods would the vendor utilize to manage sub vendor relationships such as Landscape and Snow Removal, Equipment and Furniture, Housekeeping, Food Services, and Waste Management, including Bio-hazardous Waste Management?
 - 5) What methods would the vendor use in handling agency management building systems?
 - 6) What methods would the vendor utilize in operating and maintaining a LEED Certified building?
 - 7) With 3 State agencies utilizing this building, what type of invoice code/approval system would the vendor recommend?
 - 8) What system would the vendor put in place as a management reporting tool?

- 9) As the building is in construction drawing development phase now, what input would the vendor want in construction drawings relative to serviceability?
- 10) What methods would the vendor employ in transition planning for building turnover and commissioning?
- 11) If architectural and/or internal building design were required after turnover, what methods would the vendor utilize?
- 12) What methods would the vendor employ in relocating laboratories?
- 13) What management tool would the vendor recommend for building space management, strategic space evaluation plans, and performance metrics including estimating and budgeting, project planning and scheduling, status reporting and project accounting?
- 14) How would this vendor provide key performance measures in financials/savings, minority spending, monthly occupancy cost, square feet per person, occupancy cost per person, occupancy cost per square foot, vacant available square feet, energy usage and cost, lease compliance and audits, work orders by number, type, employee, vendor and completion, budget tracking, project completion within budget, success stories, and quality surveys.
- 15) What methods would the vendor employ in developing emergency action plans that include addressing failures in the operation of the essential equipment or other emergency situation, including the contact person(s), and the protocol for responding to such situations?
- 16) What would the vendor be providing in an annual report to its customer concerning facility management in the areas of Plant Operations, Risk Management/Safety Program, Administrative Services, and Facilities Services?
- 17) What methods would the vendor employ in performing work in a setting subject to compliance with General Laboratory Practices, Select Agent Rules, Nuclear Regulatory Commission Rules, chain of custody protocols, and all other related rules and regulations?

The key objective to this RFI is to provide the requesting agencies with general information regarding the State Laboratory and facility management.

The ISP, ISDH and ST will consider any information received in response to this RFI in the construction of an RFP soliciting these services.

RESPONSES

Firms interested in providing information to the ISP, ISDH, and ST should submit **an original and seven copies of the written response to:**

**Allen Walker
Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204**

Responses must be received no later than **3 p.m. Eastern Standard Time on March 29, 2004**. The outside of the package (envelope or box) should be clearly marked:

“RESPONSE TO REQUEST FOR INFORMATION 4-D”

Inquiries are not to be directed to any staff member of ISP, ISDH, and ST.

Responses will be considered public information once a Request for Proposal (RFP) is complete. If an RFP is not processed, the responses to this RFI could be considered public information.

Please note that **Allen Walker** is the State's single point of contact for this RFI.

Please note that the usual and customary procedures for selecting a vendor (issuance of an RFP) may follow this RFI. The process will be open to all providers irrespective of their participation or non-involvement in this information-gathering process.